



# Center School District SMART Board Follow Up




## Something to keep in mind . . .

The installation of the SMART Board was not for the sake of technology, but rather for the sake of using technology in enhancing Center's curriculum. The SMART Board should be viewed as an interactive, highly motivational teaching tool within your classroom. This training will show you ways to customize your SMART Board to best fit your teaching needs.

## Templates and Galleries

The template and collections galleries lend themselves nicely to your classroom curriculum.

- To open the collections, go to "view", "gallery" **or** click the open file folder  in the standard tool bar. Open a collection, select a template, click and drag it into Notebook. Select clip art to enhance template, then click and drag those into Notebook as well.

## SMART Notebook Collection Items

	Page templates	Pictures
<b>Animals</b>	Desert, lake, mountain, ocean and rain forest scene	Animals categorized alphabetically
<b>Clocks</b>	one, two or four blank or numbered clocks	Large and small hands, blank or numbered clock, digital display
<b>Currency</b>	Teller, register, cashier, piggy bank, price tag	Front and back of coins, bills, hands, register, piggy bank
<b>Food</b>	Food pyramid, place setting, plate	Food categorized alphabetically- meat, fruit, vegetables
<b>History</b>	Categories of history include: 1930s Europe, 19 <sup>th</sup> Century Europe, Ancient Egypt, Ancient Greece Anglo-Saxons, Bayeux, Columbus, Native North Americans, Normans, Romans, Stuarts, Tudors, Vikings, WWI, WWII	
<b>Maps</b> <ul style="list-style-type: none"><li>• Africa</li><li>• Asia</li><li>• Europe</li><li>• North America</li><li>• Oceania</li><li>• South America</li></ul>	Each continent either blank or with countries outlines;  North America has Canada and United States either blank or states/provinces outlined	Each continent has countries (states) that fit into template outline
<b>Math - counting</b>	10 and 100s numbered and blank tables	Counting objects, numbers, blank tables
<b>Math</b>	Grids – large, medium, small; Hexgrid – Large, medium; Logarithmic – large, small; Polar Coordinates – lg, med, sm; Semilog – large, small; XY Axis – large, medium, small; XYZ Axis – large, medium	Metric ruler, Imperial ruler, protractor, metric triangle, imperial triangle

<b>Music</b> <ul style="list-style-type: none"> <li><b>Instruments</b></li> <li><b>Music-large/small</b></li> </ul>	Stage	Acoustic, electric guitar; cymbals; snare, kettle drums; keyboard; recorder; sax; tambourine; triangle; trumpet; violin
	Large/small plain, duet, quartet, and trio staffs	Combination of notes, rests and musical notations
<b>Paper</b>	<b>Fancy</b> - hemp thread; parchment; crinkly parchment and sand <b>Lined</b> - Handwriting – large, small; Lined paper – large, small <b>Holiday</b> – Christmas, Easter, St. Patrick's Day, Valentine's Day	(no pictures in this collection)
<b>People</b>	Teller, Cashier, Home, Hospital, Office, School, Stage, Village	People and activities categorized alphabetically
<b>Planning</b>	Calendars and agendas – blank, 2003, 2004	(no pictures in this collection)
<b>Science</b> <ul style="list-style-type: none"> <li><b>Chemistry</b></li> <li><b>Elements</b></li> <li><b>Forces</b></li> <li><b>Human Body</b></li> <li><b>Levers</b></li> <li><b>Light</b></li> <li><b>Plants</b></li> <li><b>Solar System</b></li> <li><b>Sound</b></li> </ul>	various beakers	various beakers, flasks, test tubs
	periodic table and blank table	various atoms
	various forces – spring, displacement, etc.	various pictures – spring, coil, piston, etc.
	Cells, vessels, bones, ear, tooth, egg, sperm	Organs, skeletons, bones, systems
	Class levers, wheelbarrow, scissors	Fulcrum, level, load, arrow,
	Color mixing, pinhole images, camera lens, eye diagram	Concave, convex, parallel lens
	Leaf, plant, tree, tulip diagram; cross section of leaf; carbon and nitrogen cycle	Leaf, plant, tree
	Comet, planet sizes, solar system, the sun	Planets, moon
	Various sound waves,	Microphone, tuning fork
<b>Sports</b> <ul style="list-style-type: none"> <li><b>Badminton</b></li> <li><b>Baseball</b></li> <li><b>Basketball</b></li> <li><b>Field Hockey</b></li> <li><b>Football</b></li> <li><b>Hockey</b></li> <li><b>Rugby</b></li> <li><b>Soccer</b></li> <li><b>Tennis</b></li> <li><b>Volleyball</b></li> <li><b>among others</b></li> </ul>	Each game has its field for the page template.	Each game has opposing team players, Xs and Os for plays, and game equipment (bat, ball, glove, etc.)
<b>Weather</b>	Blank and numbered Celsius; Blank and numbered Fahrenheit; Thermometer	19 different weather icons – cloudy, drizzle, flurries, sunny, etc.

## Check out other online collections to download!

- There have been several gallery collections online for you to download at <http://edcompass.smarttech.com/en/learning/softResources/Collections.aspx>

## To download these Collections:

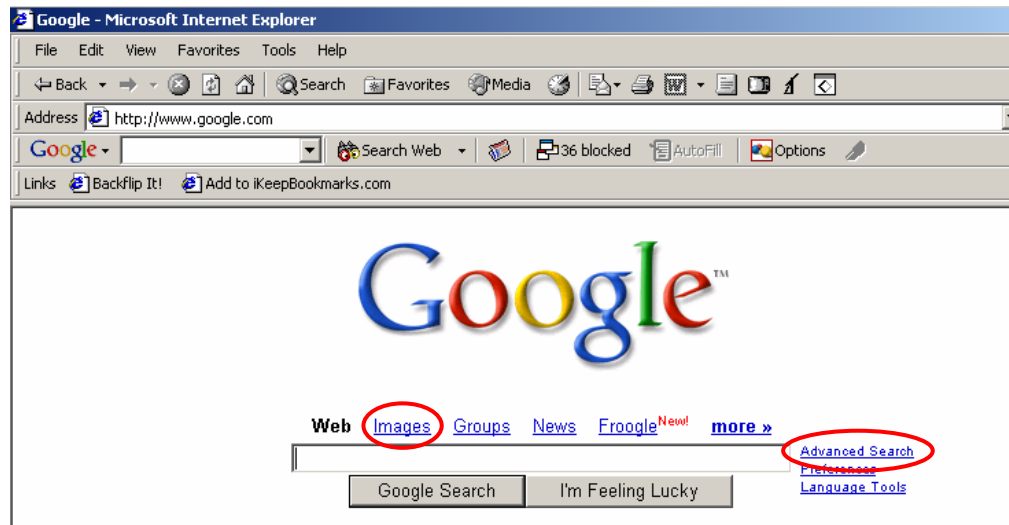
1. Go to <http://edcompass.smarttech.com/en/learning/softResources/Collections.aspx>
  2. Open either the General or North American-specific Collections.
  3. Select a collection to download and click on the link.
  4. Select "Save" on the File Download window.
  5. Using the drop down menu, save the collection to Local Disk (C:), Program Files, SMART Board Software, Content, and then Collections folder. (This way when you select the Collection Gallery from within SMART Notebook, your new collections will be displayed.)
  6. After it is save, if you select "Open" the new collection will open within SMART Notebook.
- Continue downloading until you have done all the collections you want for you class.

## Images searches – a classroom idea

Why not try searching for images off the Internet to enhance vocabulary, background knowledge, historical images, virtual field trips or current events.

One place start searching is with a Google Image Search. Go to <http://www.google.com> then click on Images. From here you will be able to search for images.

***It is not recommended allowing your students to search!*** There are no filters for inappropriate images!



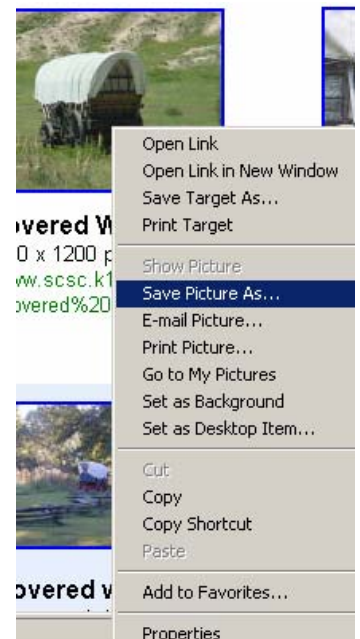
Clicking on Advanced Image Search, allows you to set filters.

**Tip!** *This is a tip for your searches – not your students!* While not 100% safe, there will be some sort of a filter in place.

## You've found a picture, now what?

Right click the picture you have found. Now you have two options:

1. Select "Copy" then paste the picture directly into Notebook.
2. Select "Save picture as" and save the picture for future use. When this option is selected, you will then navigate to where you want your picture saved. (The default is to you're My Pictures folder in your My Documents folder, a great place for all your pictures!) You can always save to My Documents or on the Desktop so you remember where they were saved to.

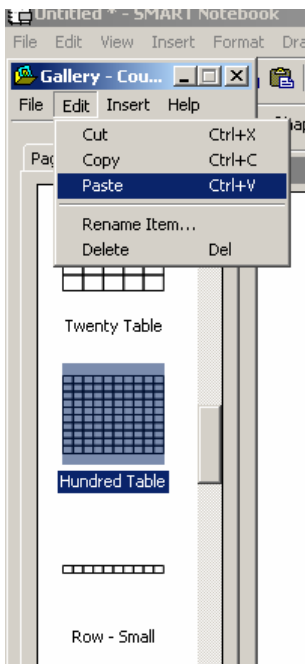
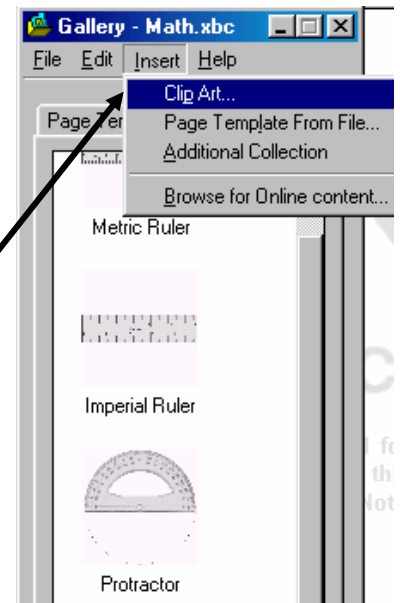


# Using the SMART Board to meet your needs!

## Inserting your own clipart into the Collections Galleries

Using your own clipart for the collections could be more powerful than the prepackaged clipart with the SMART Board Collections. So once you find clipart, here's what you need to do:

- Save your clipart to My Documents
- Open the Gallery Collection from within SMART Notebook where you want your additional clipart to be. (For example, if you are saving pictures of 3 dimensional solids, open the math collection.)
- From the Gallery side menu, select "Insert", "Clip Art", then navigate to where your clipart has been saved.
- Select and open the clipart. It is placed in with the pictures in the Gallery.
- Before closing the collection you will have a chance to save the clip art to your new collection.



### A second way is to . . . .

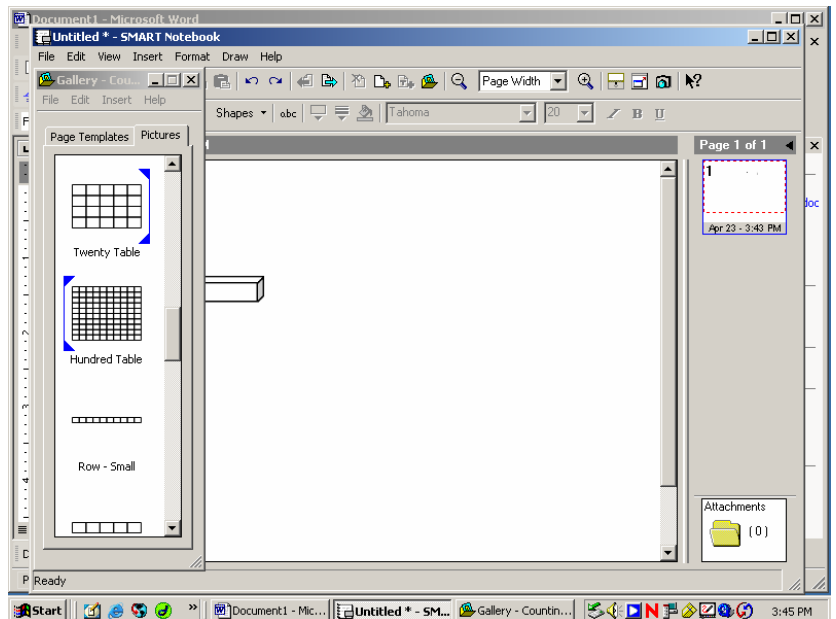
- Find your clip art either on the Internet or elsewhere.
- Copy the picture by selecting "edit" "copy" OR by right clicking the clipart and selecting "copy".
- Then go back into Notebook and open the Gallery your new piece of clipart will be a part of.
- In the Gallery, go to "Edit" then "Paste".

### A third way is to . . .

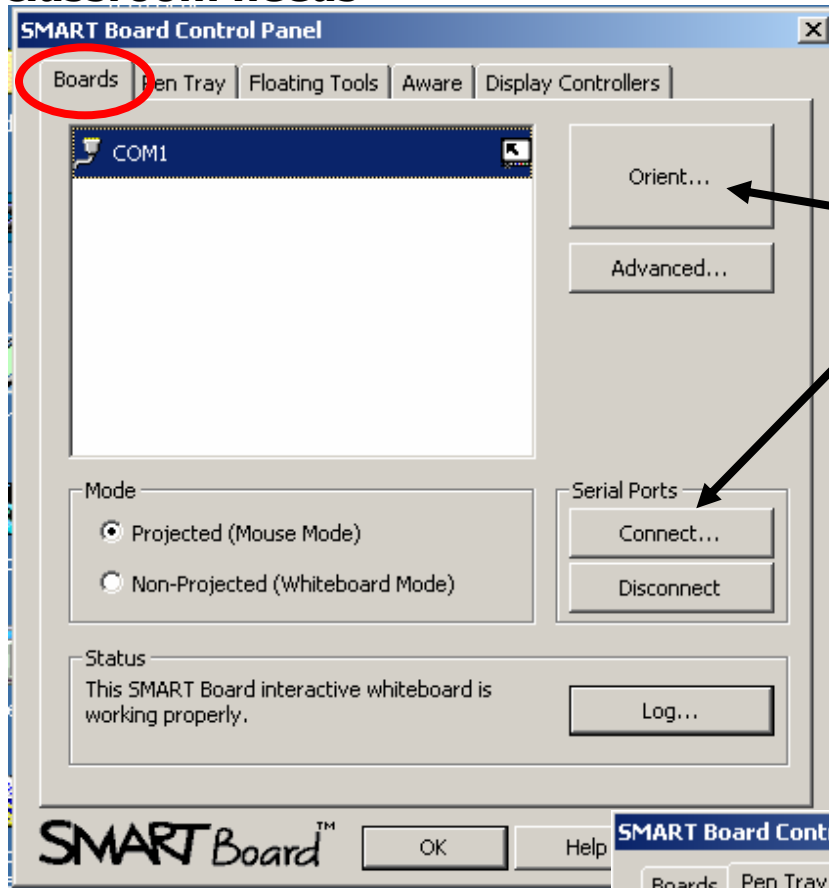
- ... copy and paste the clipart onto the SMART Board.
- Then drop and drag it onto the Gallery by putting your finger on the clipart and dragging it into the open Gallery window. The blue brackets will indicate where your new piece of clipart will be dropped.

Once all additions have been made to the Gallery, be sure to save your new Gallery so you can use your chosen clip art as a part of the Gallery time and time again!

**Tip!**



# Changing the Control Panel of the SMART Board to meet your classroom needs

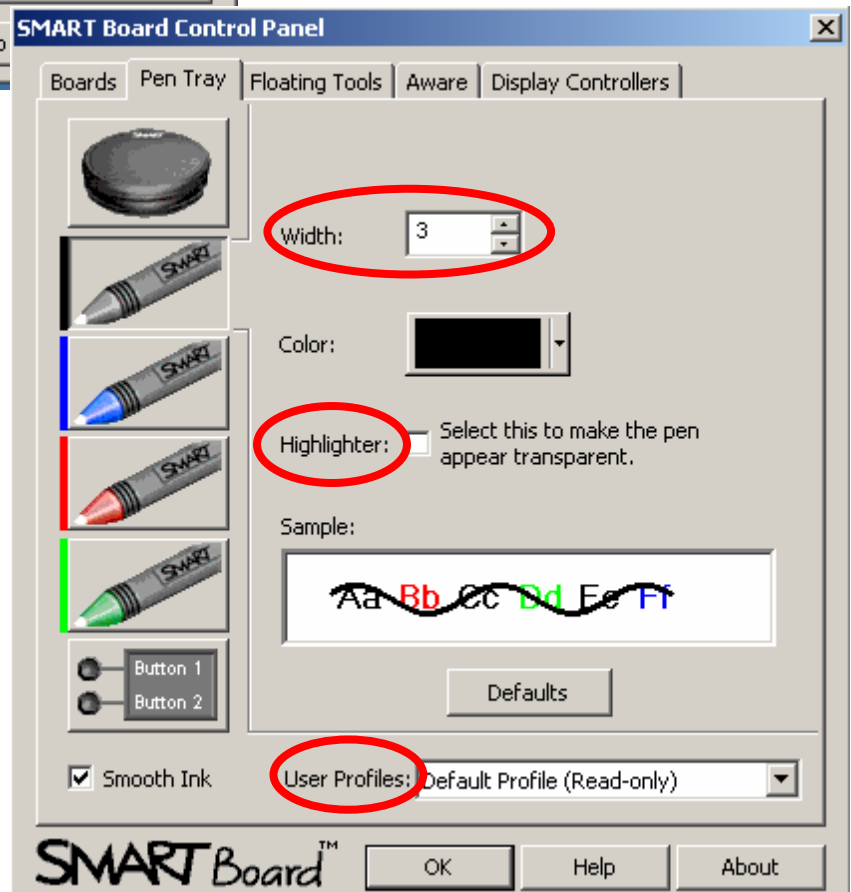


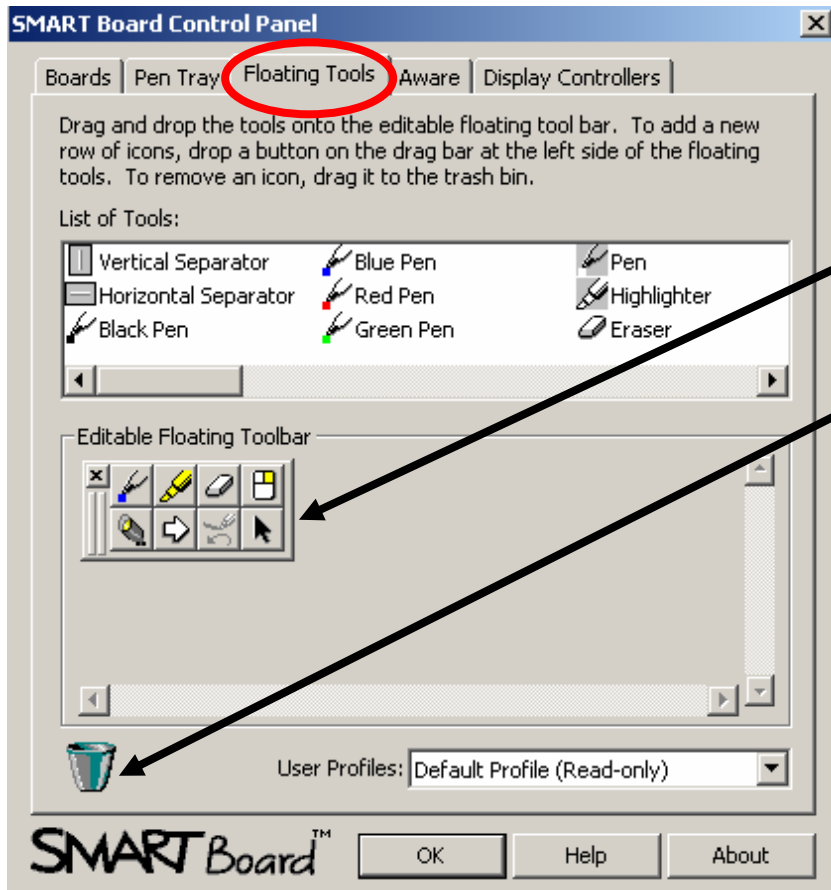
Under the "Boards" tab in the Control Panel:

1. **Orient** the SMART Board for precise synchronization.
2. Use the "Connect" tab to relocate the SMART Board connection. Use this when the light on the SMART Board is red (meaning **the SMART Board is not interactive**).

Under the "Pen Tray" tab in the Control Panel:

1. Change the pen width for a wider marking.
2. Select a pen color in the left column then change the color using the drop down color menu. (You might want to change the color of the green stylus, or even change a stylus to be a highlighter!)
3. To always keep your changes, make a user profile – click the down arrow, then save as (your name), then OK. Anytime you are logged in on your computer, the computer will remember your profile of preferences with the markers.






Under the "Floating Tools" tab in the Control Panel:

1. Change your preferences on the floating tool bar by dragging and dropping preferred icons to the editable toolbar.
2. To delete tools from the floating tool bar, drag and drop the icon in the trash bin.




### Using the Floating Tool Bar

Double click on the SMART Board icon in the systems tray. Once the SMART Board menu is up, select "Floating Tools". This will enable the floating tools. Note that they will be active on any page visited until the tool bar is closed.

## Another Classroom Shortcut - Capturing Print Capturing Notebook icon

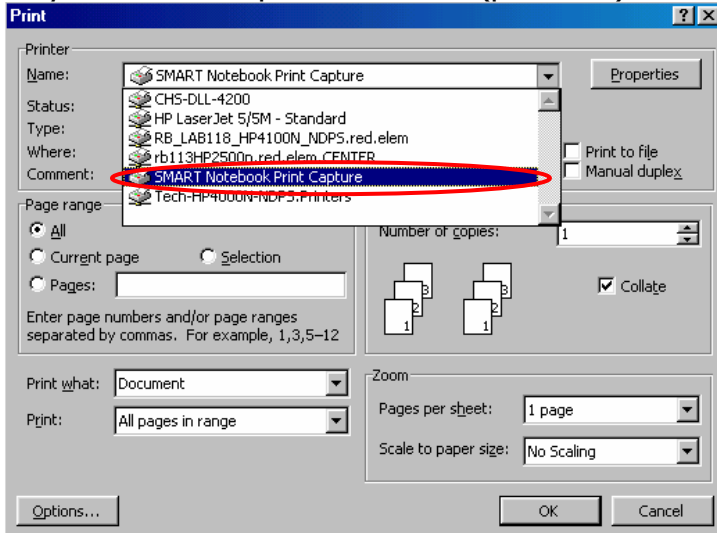
Use the Capture icon  in Notebook to capture an area, window or an entire screen to SMART Notebook. The capture window will open and stay open until you select what you want to capture. This is good to use if you want to capture a picture or just a portion of a document or screen into Notebook.



Tool	Function
	Captures a screen area you've defined using your finger
	Captures the window area. You define it by placing the capturing icon over the window portion to be captured and clicking the mouse.
	Captures the entire screen, tool bars and all

## Capturing Premade document into Notebook

If you want to capture an entire (premade) document into SMART Notebook, follow these steps:

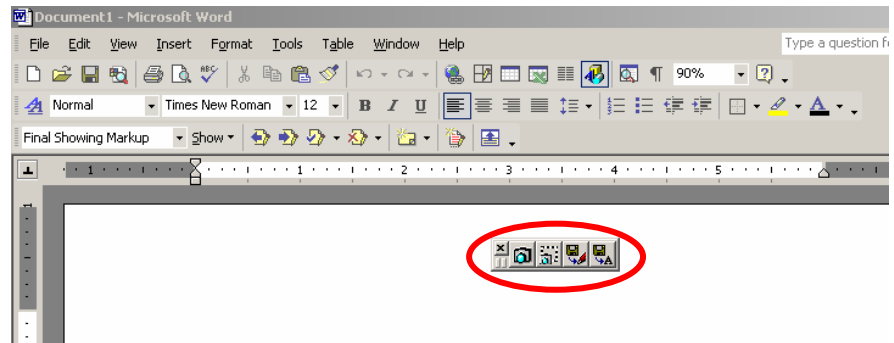






1. Open the document
2. Go to File, then Print
3. In the drop down menu, select SMART Notebook Print Capture
4. Click OK.

Your document will open in SMART Notebook. (If you can't see the entire document once it's in Notebook, scroll to the bottom of the Notebook page, and click "Grow Screen".)

## Capturing annotations in Microsoft Word

When displaying a Word document on the SMART Board, as soon as you pick up a stylus and try to write, a floating capturing tool will pop up. This tool bar gives you several options.



Tool	Function
	Captures the screen
	Captures an area. You define it by placing the capturing icon over the window portion to be captured and clicking the mouse.
	Saves annotations to insert your handwritten note as an object into the document or spreadsheet (in Excel)
	Saves and converts handwritten annotations as text in the document.



## Capturing annotations in Microsoft PowerPoint

**Tip!** You can only capture annotation from the slide show view of PowerPoint!

When capturing annotations in PowerPoint, you have two options:

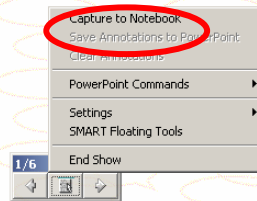
1. Save the annotations and the PowerPoint slide to a Notebook file. *This will save one slide at a time.*

2. Save the annotations into your PowerPoint file. This will commit your annotations to the PowerPoint slide itself. Now you will be able to save your annotations and see them the next time the PowerPoint is viewed.

**Tip!** Think about saving a second copy if you choose to annotate on the PowerPoint slide – in this case you will still have a good copy that is not marked up!

# The Q-Matrix

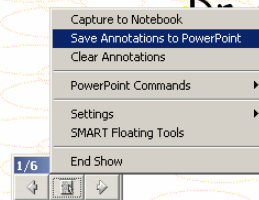
Dr. Chuck W. Wiederhold



*edited*

# The Q-Matrix

Dr. Chuck W. Wiederhold

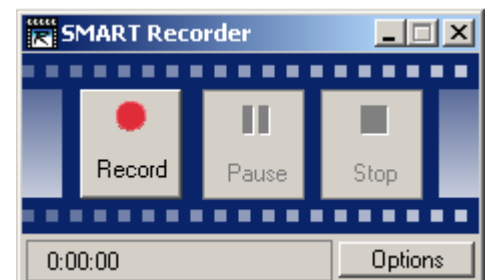


*edited*

## Recording steps in SMART Notebook

Using the Record feature from the SMART Notebook tools, you are able to record the process or steps of a problem. To enable this feature, open the SMART Board tools and select Record. The SMART Record menu will open. Clicking Record will record all your steps. (This includes opening documents, navigating on the Internet, or just writing in Notebook.) When you are done, click "Stop".

After clicking "Stop", the program will prompt you to save the file. It will save as the date and time the recording was made into your My Documents. You might want to rename it for ease of remembering what it was!

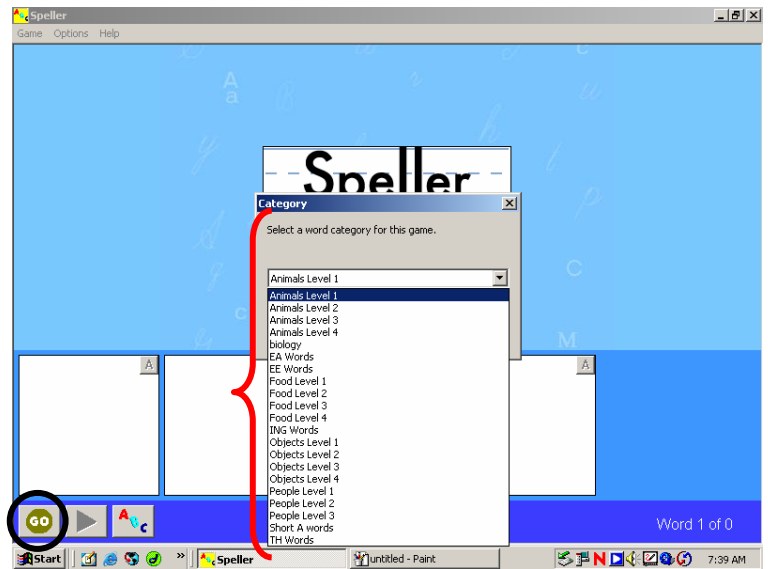




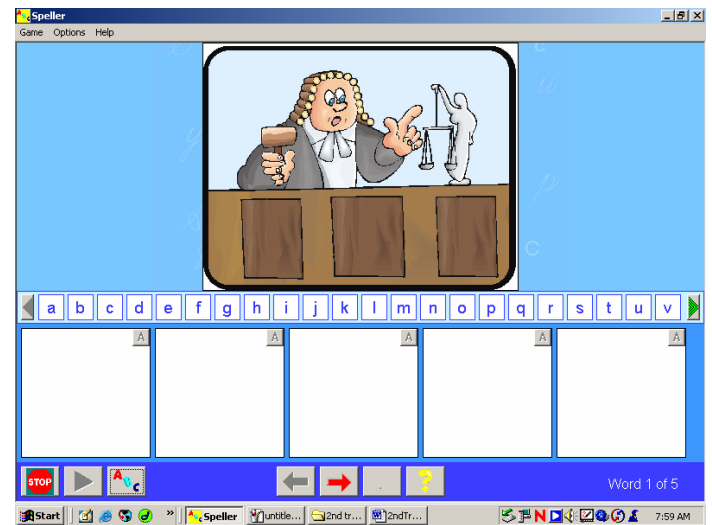
## Speller

Speller is a spelling and vocabulary application. By using Speller in your classroom, not only are you able to practice basic spelling but you also can modify lists of categories by inserting your own pictures for vocabulary practice.

To run Speller, launching it from your desktop then click "Go" for a list of categories. Then choose a category for practice.



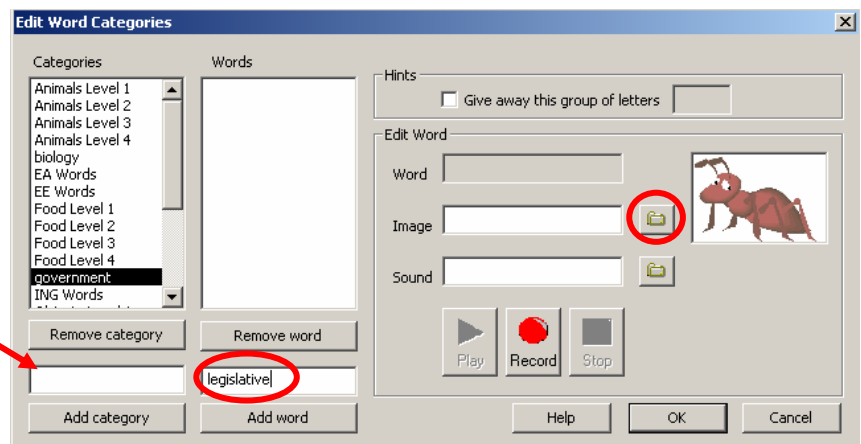
- Once a category is selected, a picture is shown. The student spells the name of the picture in the text box either by using a stylus or their finger. The writing can be changed into text by clicking the "A" or it can stay as their handwritten letter.
- The student can select the ABC button for an alphabet to show. The child now can click and drag a letter into each box to form the word.
- If the student needs a hint, press the question mark. Speller reveals one letter in the word with each press.
- Press the check mark box to check the spelling. Correct letters turn blue, incorrect letters turn red.
- When you're ready for the next word, press the forward arrow. After you spell that last word in the category, click stop.



## Making Speller work for you – here's an idea for older students!

Edit the categories to insert curricular pictures or vocabulary words. Here's how:

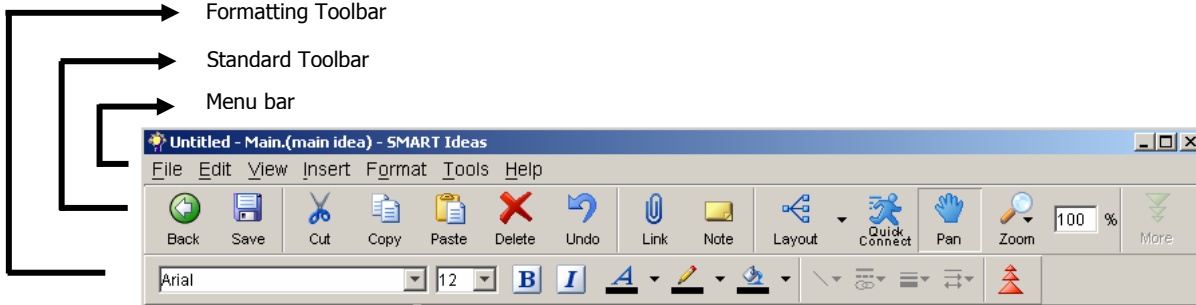
- Go to "Options" "Edit word categories"
- Type in your new category, then click "Add Category"
- Type in your new word, then click "add word"
- Click the folder to the right of the image blank box to navigate for a picture of your new word. (Refer back to page 3 for finding and saving pictures.)
- Finally click OK. Now you are ready to go back to Speller and select your new category! It will now be in the list of categories when Speller opens.



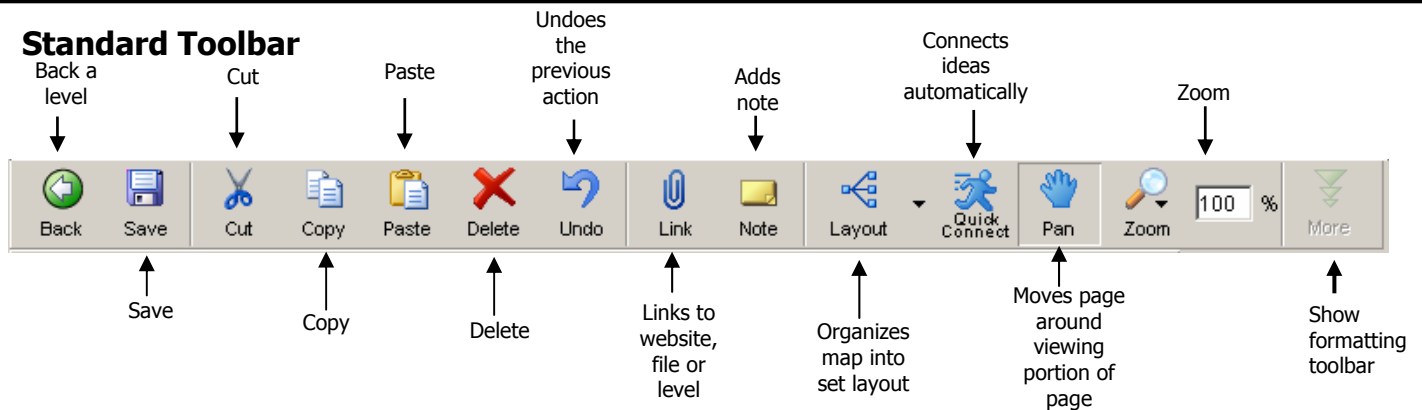
## SMART Ideas

SMART Ideas is concept-mapping software where students create graphic organizers and webs. SMART Ideas will create layered webs which assist the student in showing connections among pieces of information. SMART Ideas can convert the webs into an outline form to help students organize their thoughts into writing. With SMART Ideas students can publish their webs online, create hyperlinks and play back their work to see the thought processes as webs were created.

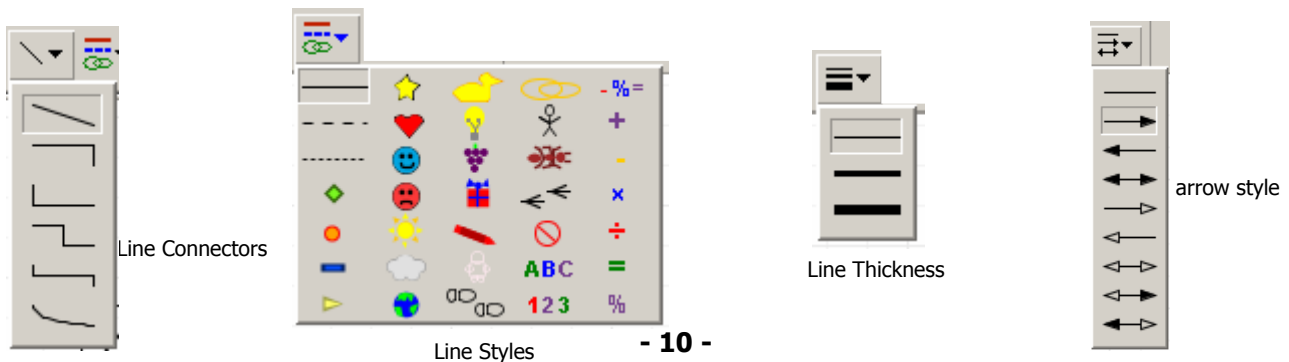
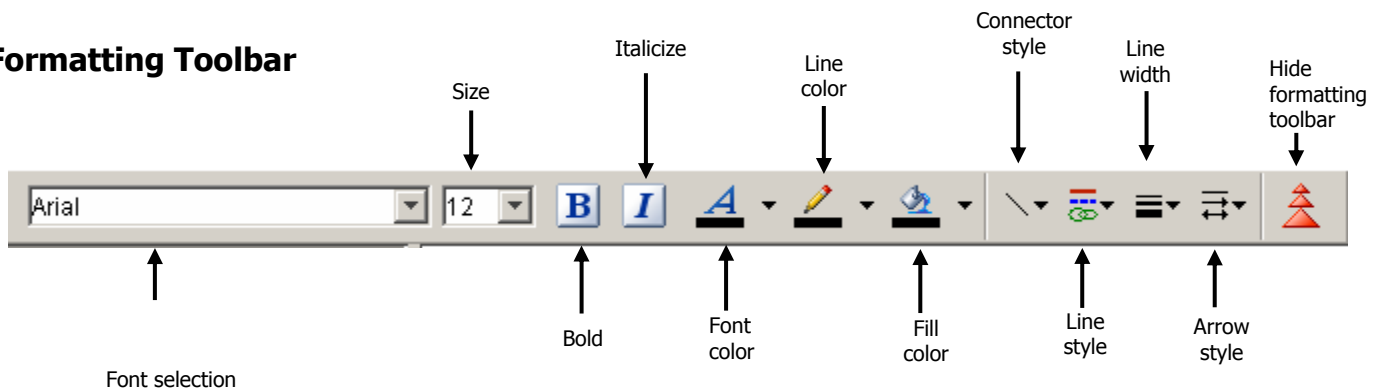
## SMART Ideas Tool Bars



### Standard Toolbar



### Formatting Toolbar

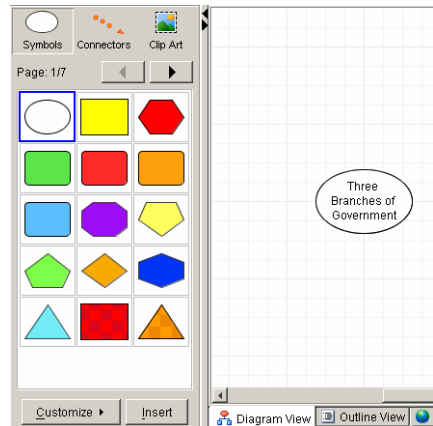


## Working with Templates . . .

When SMART Ideas first opens you have the option of selecting a template. When you open a template, you will be able to adjust it to your needs by adding, deleting or renaming ideas. There are many premade templates with SMART Ideas and are definitely worth looking at. But beware, they are fairly indepth!

## . . . or Starting with a Blank Design

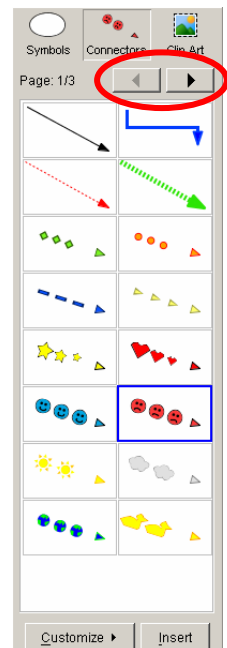
When you start with a blank design, you can either start typing anywhere on the screen or choose an idea shape then type inside it. After typing, you will be able to select the idea symbol, font and size. Your symbol can be moved around anywhere on the screen by clicking and dragging it.



## Linking Symbols together

There are two ways to link symbols together.

1. Select an existing symbol. Click the connector button and drag the connector to the spot you want the new symbol to appear. An empty text box will appear connected to the original symbol. Type your text in the text box, press enter and your new information will appear in the selected symbol.
2. Click the Quick Connect button on the toolbar. Start typing. When you are done, press enter. As you continue entering text, a new symbol will be created.
3. If you have several symbols that need to be connected, select one of the symbols. Click the connector button and drag the connector to the second symbol. Release the mouse and the two symbols will be connected.



## Changing the Design of the Connector

There are several options to choose from in changing the connectors of the symbols on your concept map. Select a connector in your concept map then click "Connectors" on the symbol palette. Choose a new connector design. Notice the navigation arrows to display additional connectors.

### Try this!

Select the connector and use the line and fill colors to change the look and color of the connector lines.

## Adding Text to Connectors

Add text to your connectors for more detail. Click once on a connector line between two symbols to select the connector. Click a second time and a text box will appear in the middle of the connector. Type in the desired text and press enter. The text will now appear on the line.

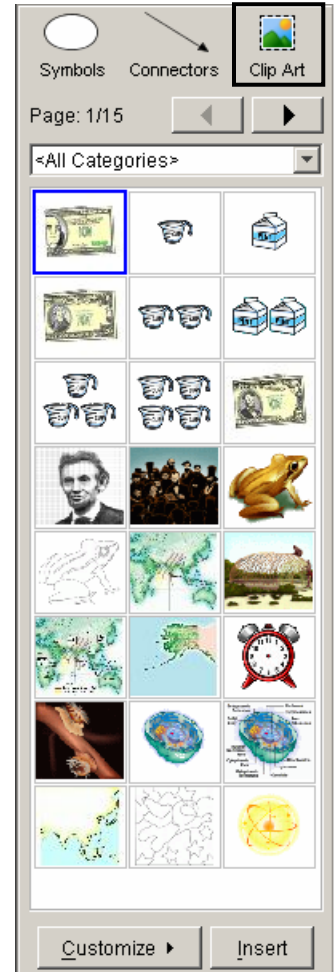
## Changing the Diagram Layout

The layout feature allows you to change the arrangement of the diagram. Select the Layout arrow. This will open a menu to select the type of arrangement you prefer. Once you select one, the diagram will automatically rearrange itself.

## Adding Clip Art

Insert clip art as a symbol to add visual appeal to your diagram.

1. Click the "Clipart" button on the style palette. Select a category for specific clipart or select all categories to see all clipart. Select the clipart you would like for your diagram and click "Insert".
2. To frame clipart within a symbol, select the symbol, then click "Clipart" on the style palette, select your clipart, and click "Insert". Now your clipart is inside your symbol.
3. To insert clip art you have saved previously, open clip art (as in step one), then click Customize, Add clip art, and navigate to where your clip art or picture is stored. When you find your clip art and insert it, you will be prompted to form a new category. Give you category a name and keep adding clip art until you have built your library. Be sure to save it for future use!

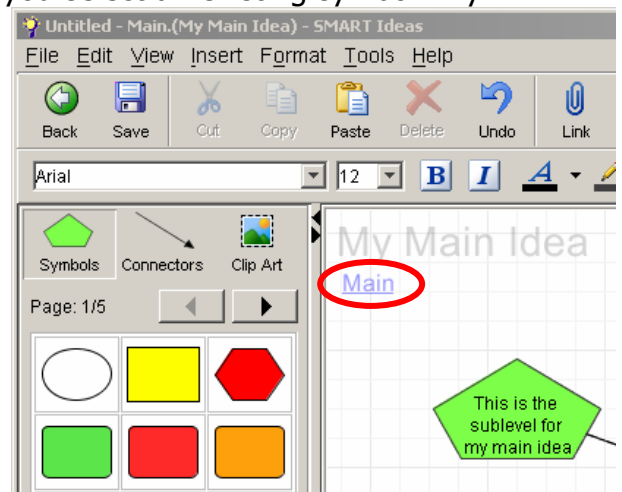
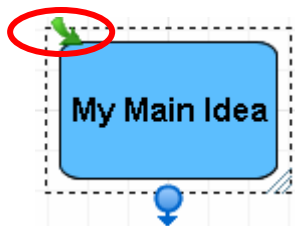


## Making Multiple Changes to Symbols or Connectors

To change multiple symbols or lines at once, hold down the Control key and click to select each of the symbols to be changed. Then, use the Symbol Style for a new symbol style or Line Style for a new line style.

## Creating diagrams with layers

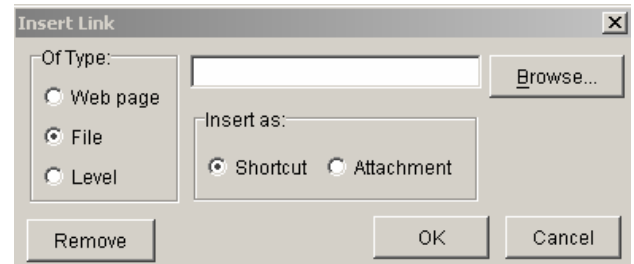
Every symbol in a diagram is a potential gateway to another diagram that you can create on a sub-level of that symbol. Notice the green arrow when you select an existing symbol. By clicking this arrow, a new sub-level of blank workspace will open. Now you can add additional webs, notes or links to this level. Click "Back" on the toolbar or the "Main" link to return to the main level of the web.



## Creating links to web sites, files or level

To add a link to a website, a saved file or another level of your concept map, select a symbol. Click the Link button on the toolbar.

- If you are wanting to link to a website, select “web page” in the Insert Hyperlink box that appears, then enter the website address and click OK.
- If you are wanting to link to another file, select “file”, then browse for the saved file by clicking “Browse” and navigating to the location you have saved the file.
- Finally, you can link to a level or sublevel of your map.



## Outline View

Once your web is completed, you can select Outline View to view your concept map as an outline. In outline view, you are able to work with the levels by using the outline tools. By selecting Create New, you can add a new main idea. Promote makes the selected idea a main idea. Demote makes the selected ideas a detail.



## Main

- Three Branches of Government
  - Legislative
  - Executive
  - Judicial

## Playback

If you go to Tools, Playback you can see the process of the development of the web and your thoughts. The playback feature opens in the end position. You will need to move the slide all the way to the left and then click the forward arrow to play the process of the active layer only.

## One final cool tool!

Check out the Cliplets under “Insert” “Cliplets”. These are interactive manipulatives including a 360° rotatable protractor, metric rulers, dice, hundreds chart (where clicking the numbers fills the square), calculator, Judy clocks and timers.

Select and insert a cliplet. The thumbtack in the upper left hand corner locks the cliplet to the page, the square in the upper right hand corner displays your cliplet in a full screen view, and the question mark in the lower right hand corner is the help menu for the cliplet.

